Periods Of Notice Policy

To be given by the company to the employee in accordance with statutory minimum requirements, according to the period of service completed: -

- Up to 4 weeks employment — NIL
- 4 weeks to one year's completed service — 1 week
- Then for each extra year — 1 week per year of service - up to a maximum of 12 years.

The employee must in turn give at least one week's notice of intention to terminate employment with the company, once the initial 4-week period has been completed. The notice will not vary with length of service, though both parties may agree more if mutually beneficial to do so. The company reserves the right to make payment in lieu of notice.

Redundancy Policy

Where a Periods of Notice redundancy situation arises, the company will consult all employees affected within the specified time limits laid down by the current Regulations.

However, the company reserves the right to take account of capability, attendance, disciplinary and past performance records when considering those eligible. The company does not have a Trade Union Agreement.

Lay Off/Short Time Working Policy

Where the company finds there is no work for employees through no fault of its own, due to either downturn in customer requirements, or adverse weather conditions, employees may be laid off for a specified period.

There is no limit or how long employees can be laid off or put on short time.

Employees could apply for redundancy and claim redundancy pay if it has been:
4 weeks in a row
6 weeks in a 13-week period

The employee is entitled to a guaranteed payment at the current statutory level during lay off or short time working for a maximum of 5 days in any 3-month period.

Where applicable short time working may be agreed between the company and those employees affected, with a proportionate reduction in pay and holiday entitlement providing consultation and prior agreement has taken place.

Any agreement made will be in writing and signed by all concerned.